



### **Unattended Children in the Library**

The Lomira QuadGraphics Community Library welcomes and encourages families and children to come to our Library. We are committed to providing resources and programs that excite children about books, reading and libraries and that promote a learning environment. We encourage parents to be aware of their child's reading activities and interests, and to make library time a pleasant family experience.

This policy is intended to provide guidelines in the event that a child should become lost or separated from the parent/guardian while visiting Lomira QuadGraphics Community Library.

1. Staff are here to assist children with their library use. Responsibility for the behavior and safety of children using the Library rests with the parent, guardian, or responsible caregiver. Though staff will always respond with care and concern, they cannot assume responsibility for children's safety and comfort when they are unattended.

2. Supervision of children:

a. Preschool children should be in close proximity of and supervised by a parent, guardian, or responsible caregiver. Parents or caregivers of preschool children are expected to remain in the library while children are attending library programs.

b. Older children able to maintain proper library behavior may use the library independently, otherwise they should be adequately supervised by a parent, guardian, or responsible caregiver.

c. If a child should become lost or separated from the parent/guardian, Lomira QuadGraphics Community Library staff will attempt to locate the parent/guardian of the child in the least disruptive manner possible.

3. Staff may, as needed:

a. Notify parents, guardians, or responsible caregivers when children need additional supervision;

b. Contact authorities such as the Police either to assist with the enforcement of discipline in the library or to ensure the safety of an unattended child.

4. Staff will make a reasonable effort to assure that children leave the library comfortably and safely at closing time. At least two staff members will remain in the library if a minor child is in the building after closing. If any children remain at the library 15 minutes after closing, staff will contact the Lomira Police Department to ensure safe transport.